Kentucky Urban and Community Forestry Grant Program

REQUEST FOR 2003 PROPOSAL



The Kentucky Division of Forestry, in cooperation with the USDA Forest Service and the Kentucky Urban Forestry Council, is pleased to announce the 2003 Kentucky Urban and Community Forestry Grant Program. The goal of the program is to encourage citizen involvement in creating and supporting long-term and sustained Urban and Community Forestry Programs.

PROGRAM OBJECTIVES:

- Improve understanding of the benefits of preserving existing tree cover in urban areas and communities.
- Encourage owners of private residences and commercial properties to maintain trees and expand forest cover on their properties.
- Provide educational programs and technical assistance to state and local organizations.
- Promote the establishment of demonstration projects to illustrate the benefits of forest cover and trees.
- Implement a tree-planting program.
- Expand existing urban forestry research.
- Enhance the technical skills of individuals involved in the planning, development, and maintenance of urban and community forestry programs.

ELIGIBLE GRANTEES:

- Local units of government (city or county).
- Nonprofit organization 501(c)(3).
- Educational institution

Grantees must comply with all federal regulations pertaining to federal grants. Please refer to the following sections of the Code of Federal Regulations and cost principles in the OMB Circulars, listed below:

ORGANIZATION	CODE OF FEDERAL REGULATIONS	OMB CIRCULAR
All grantees	Section 3017	
State or local government	Sections 3015 & 3016	A-87
Educational institution	Section 3015	A-21
Nonprofit organization	Section 3015	A-122

Grantees must certify that they are not debarred from this grant program, and they may not conduct business with individuals debarred from federal grant programs.

MATCHING FUND REQUIREMENTS

This is a cost-share grant; the federal government and the grantee share the total cost of the project. Funds are awarded on a matching basis; the grantee must match the amount awarded by at least 100 percent. The grantee's share of the match may be in the form of cash purchases and/or in-kind contributions. The grantee's share cannot come from a federal source, and the grant cannot be used as a match for any other federal cost-share project.

Cash purchase matches are direct, out-of-pocket expenditures for eligible project activities that are supported by paid invoices, cancelled checks, and signed receipts or official payroll records.

In-kind contribution matches include on-hand supplies, third party donations of supplies or equipment, professional services at the professional rate, or time spent by employees, non-federal grants or volunteers on eligible project activities. Volunteer hours may be applied to the project at rates appropriate to the skill level of the volunteer and/or the nature of the work being performed. Assistance provided by federal employees may not be claimed as match.

Grantees are required to maintain project records in accordance with all applicable federal regulations. This includes: (1) records shall comply with generally accepted accounting principles, (2) records will document allowable costs, (3) records will be supported by source documentation, such as cancelled checks, paid invoices, payroll records, time and attendance records, signed contracts, and (4) records will be maintained for three years following payment.

ELIGIBLE PROPOSALS

I. Local government program development or improvement:

- □ tree ordinance development or □ tree inversion □ tree inversion
- management plans
- in-house training
- staffing
- student internships

- tree inventory computer equipment and software
- tree inventories
- master planting plans
- □ tree board development

II. Demonstration or site specific projects:

- Demonstration planting projects:
- planting site analysis and selection
- entrance enhancement
- street tree
- park tree
- economic development

- utility line tree removal and replacement with appropriate species
- utility line compatibility
- energy conservation

Total program funding awarded for tree planting projects will be limited to 20 percent (maximum) of total state available funds. The purpose of the grant program is program development, not beautification. All tree-planting proposals <u>must</u> include the information listed under "Proposal Format #3" to be eligible for consideration.

- Demonstration maintenance project:
- Only available to Tree City USA communities with a population of 50,000 or less.
- Community must hire a tree care company with Certified Arborists on site to professionally prune publicly owned trees (park, street trees, etc.).
- Grant amounts up to \$5,000 are available, and must be matched with a cash match of at least \$5,000 (no in-kind match permitted).
- Tree removal costs can only be used as part of the community's match.
- Site improvement around existing trees
- Insect and disease diagnosis
- Planting site analysis

III. Nonprofit administration:

operational overheadvolunteer training

□ staffing
□ public education and materials

□ revenue strategy development □ student internship

□ workshops□ public service materials

IV. Information and education:

□ Cooperative Extension Service □ public service materials

programs u volunteer training resource directories

□ nursery directories □ brochures

□ workshops/training sessions □ exhibits/video/slide shows

□ conferences/seminars □ urban forestry research

youth programs

FUNDING RANGES

The funding range for grant money requested is \$1,000 - \$20,000. Total project cost should be at least twice the grant amount requested. Award amounts will be limited to \$20,000 per federal identification number, with some exceptions permitted at the discretion of the grant subcommittee of the Kentucky Urban Forestry Council.

GRANT APPLICATION REVIEW

All proposals will be graded and ranked by the grants subcommittee of the Kentucky Urban Forestry Council. The State Forester will allocate funds and award grants based on the recommendations of the grants subcommittee. The criteria on which proposals will be graded are as follows:

 Local support, involvement of volunteers and cooperators, partnerships developed

◆ Technical merit (appropriate time frame for project completion,
 20 points

three-year maintenance plan, appropriate species, etc.)

Innovative approach and educational value
 20 points

◆ Goal oriented
 ◆ Cost-effective, demonstrated need
 10 points
 10 points

◆ Continuing effect, ability for follow through 10 points

♦ Visibility, public impact
 10 points

BONUS POINTS <u>10 points</u> 110 points

A bonus of up to ten points will be added to the score of any grant application that involves the use of International Society of Arboriculture (ISA) Certified Arborists. Accompanying documentation, such as a letter documenting the arborist's ISA certification, must be included with the grant application to be considered eligible for the bonus points.

INELIGIBLE PROPOSALS

This cost-share program is for programs, projects, or activities **not currently being funded**, and is not intended to be a substitute for **existing** funding levels. The focus of this program is to support **new initiatives** that would not otherwise occur without grant funds.

NOTE: Previous grant recipients are limited to a maximum of two years funding for the same project.

DEADLINES

Applications must be <u>received</u> at the Kentucky Division of Forestry, 627 Comanche Trail, Frankfort by 4:30 p.m. EDT on May 30,2003. Absolutely no applications will be accepted after the deadline. The State Forester will notify grantees of funding approval by July 1, 2003. Once the Memorandums of Agreement are returned and finalized within the date guidelines, grants will have an official start date of August 1, 2003, and an ending date of June 30, 2004.

Faxed or e-mailed copies will not be accepted. The original plus four copies of the application must be submitted.

Grantees may submit paperwork for reimbursement as soon as the grant project is complete. However, all grantees must have projects completed and all required reimbursement documentation into the Division of Forestry by June 30, 2004.

PAYMENT PROCESS

- Grantees must fill out a Commonwealth of Kentucky Standard Invoice for reimbursement.
- Grantees must submit proof of project (website address, brochure examples, etc.) before reimbursement can be made.
- All planting projects will be field inspected and examined for accuracy.
- All costs and in-kind match must be documented correctly before reimbursement is made.
- Grantees are paid on a reimbursement basis **after** the project is completed **no partial reimbursements or payments are permitted.**
- Unapproved grant expenses (those not in the original <u>approved</u> application, or those that don't have written approval from the State Urban Forestry Coordinator during the grant process) will not be paid.

TECHNICAL ASSISTANCE

For assistance, contact:

- State Urban Forester, Sarah C. Gracey, at (800) 866-0555 or sarah.gracey@mail.state.ky.us
- State Urban Forestry Partnership Coordinator, Adrian Frazier, at (800) 866-0555 or adrian.frazier@mail.state.ky.us
- Local Kentucky Division of Forestry District Office (see Attachment)
- Local Cooperative Extension Service

Technical assistance is also available from International Society of Arboriculture Certified Arborists, Area Development Districts, Natural Resource Conservation Service offices, urban forestry consultants, landscape architects, and nurseries.

PROPOSAL FORMAT

Written proposals must be included with the application form. Grant proposals should clearly indicate a need for urban and community forestry assistance and must adhere to the following format. Please remember to be as thorough as possible; project proposals are most likely to be funded when they are clearly stated and thorough. Incomplete applications will not score high enough to be funded and cannot be graded competitively. Remember to include the original plus four complete copies of the applications.

- 1. Narrative (not to exceed three pages)
- clearly states the purpose and the objectives of the project
- states how the project will impact long-range urban and community forestry goals
- details how the project will be accomplished by addressing the following:
 - Participants (personnel, volunteers, business or civic sponsors, etc.)
 - Facilities and equipment
 - Timetable
 - Administration of project
 - End product/result
- 2. Detailed budget
- □ Each application must include the following three items:
- detailed breakdown of how grant funds will be used
- all sources of cash matches (donated items, contractor fees, etc.)
- description of all in-kind matches (administration, volunteer time, etc.)
- 3. Tree planting projects, must include each of the following:
- □ site map with a key and a scale, including any overhead utilities
- detailed three-year tree maintenance plan specifying the entity responsible for maintenance
- □ specific list of species, including caliper size and price per unit
- resolution of endorsement from the appropriate government agency if planting is on city, county, or state property

<u>NOTE:</u> Planting is only to be done in the context of educational or demonstration purposes. This program is not for beautification projects. Any grant requesting planting funds must include the above information to be eligible.

CHECKLIST

To make sure you turn in a competitive grant that has a high possibility of being funded, please make sure your application includes the following:

- ✓ Meets program objectives listed.
- ✓ Grant is a fundable proposal.
- ✓ Grant falls within funding range.
- ✓ Application addresses each segment of point criteria.
- ✓ Narrative is clear and detailed.
- ✓ Budget clearly states what portion of total is to be paid for with grant funds, in-kind matches, and cash matches.
- ✓ Map, species list, and maintenance plan included (if planting funds are requested).
- ✓ Original and four copies of the application must be received by 4:30 PM EDT on
- ✓ May 30, 2003 at the address below:

Mail original and four copies of application to:

Sarah C. Gracey
2002 Urban Forestry Grant Application
Kentucky Division of Forestry
627 Comanche Trail
Frankfort, KY 40601

ADDITIONAL INFORMATION

Interested applicants are encouraged to seek assistance early in the grant application process. If assistance is needed, contact Sarah C. Gracey, State Urban Forester, or Adrian Frazier, Urban Forestry Partnership Coordinator, at (800) 866-0555. You may also e-mail them at: sarah.gracey@mail.state.ky.us or adrian.frazier@mail.state.ky.us.

All applications must be received by <u>4:30 PM EDT</u> on <u>May 30, 2003</u>, at the above address. Applications received after this time/date will <u>not</u> be accepted.

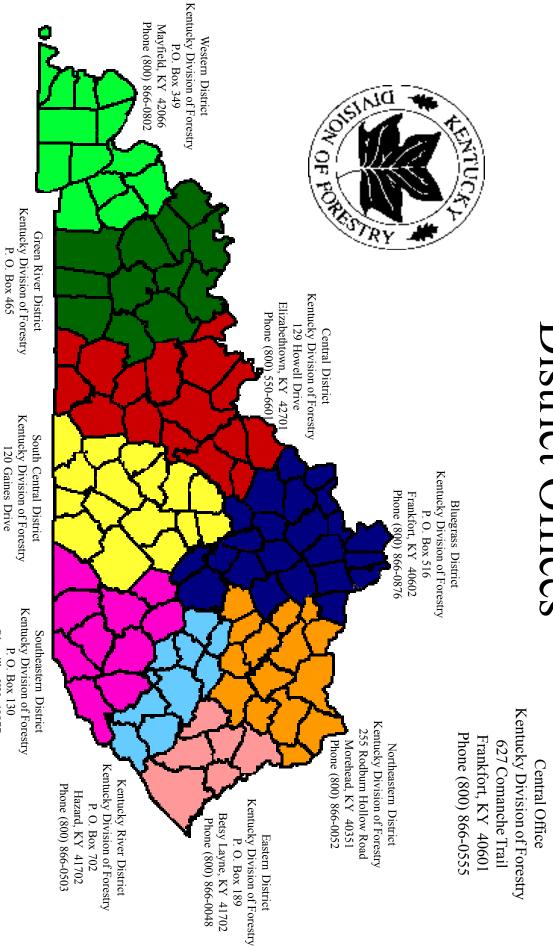
NO faxed or e-mailed copies will be accepted!

GRANT PROPOSAL APPLICATION FORM URBAN AND COMMUNITY FORESTRY GRANT PROGRAM



Project Title			
Location			
Owner of Property (if applicable)			
Address of Applicant			
City	State Zip Contact Person:		
Email:	Daytime Phone No.		
Employer's Federal I.D. Number (required) *only one grant per Federal ID number is permitted each year.			
Brief Description of Project			
Project currently funded? Yes No	0		
Grant Funds Requested \$			
Local Cash Match Provided \$			
Value of In-Kind Match \$			
Total Project Amount \$			
Timetable: (Starting Date) August 1, 2003 (Ending Date) June 30, 2004			
Applicant Type:			
City Government Nonprofit Organization 501(c)(3)			
County Government	Educational Institution		
Name and Title of Representative			
Signature of Authorized Representative	Date		
	assistance, grantees must submit a completed "Certification Regarding oluntary Exclusion - Lower Tier Covered Transactions Form" (AD-1048) t by July 18, 2003.		

Kentucky Division of Forestry District Offices

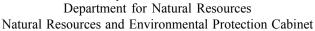


Madisonville, KY 42431 Phone (800) 866-0770

Campbellsville, KY 42718 Phone (800) 866-1007

> Pineville, KY 40977 Phone (800) 866-0504







The Natural Resources and Environmental Protection Cabinet does not discriminate on the basis of race, color, national origin, sex, age, religion, or disability and provides, on request, reasonable accommodations including auxiliary aids and services necessary to afford an individual with a disability an equal opportunity to participate in all services, programs, and activities. For more information, contact the Division of Forestry at (502) 564-4496 between 8 a.m. and 4:30 p.m. EST. Hearing and speech impaired persons can contact the agency by using the Kentucky Relay Service, a toll-free telecommunication device for the deaf (TDD). For voice to TDD, call 1-800-648-6057. For TDD to voice, call 1-800-648-6056.



Printed on recycled paper with state funds.
February 2003